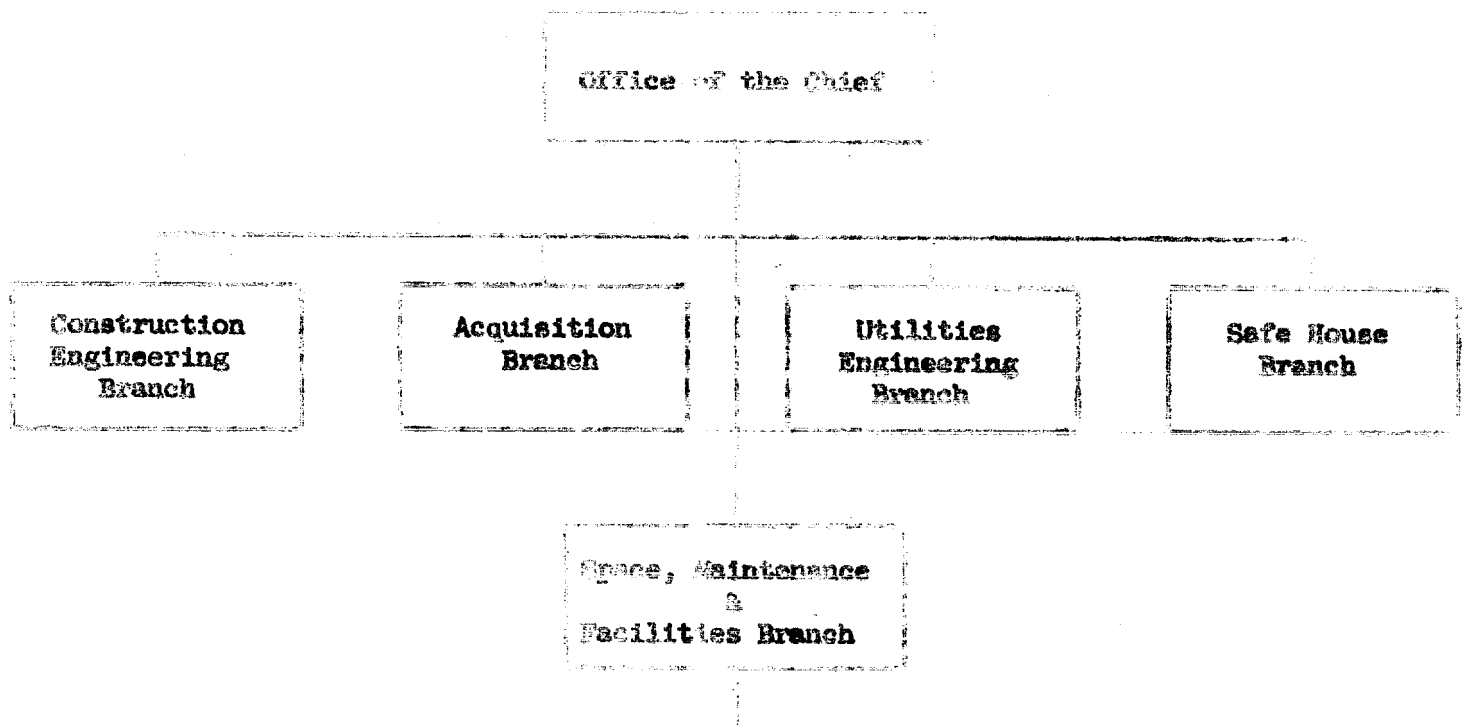


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REAL ESTATE AND CONSTRUCTION DIVISION  
LOGISTICS OFFICE



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Approved For Release 2001/03/30 : CIA-RDP61-00274A000100220009-4

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REAL ESTATE AND CONSTRUCTION DIVISION  
LOGISTICS OFFICE

Discussion

1. No significant organizational changes are required in the Real Estate and Construction Division; however, it is proposed that the Space, Maintenance and Facilities Branch be divided into four sections as shown in the organization chart. The three geographic sections conform closely to the organization of the Public Buildings Service. This arrangement will facilitate the accomplishment of the large volume of work processed through the Public Buildings Service.

Justification

1. The staffing of the Real Estate and Construction Division proposed herein is based on past and current workload and the number of personnel presently assigned. Based on these considerations and anticipating future workload at the present level, a Table of Organization of ■ is proposed. The present approved Table of Organization consists of ■ positions.
2. Individual projects are assigned to project engineers in the Construction Engineering and Utilities Engineering Branches. As these projects vary widely in monetary value, amount of planning necessary, and the degree of actual supervision, follow-up, and liaison which must be maintained with prime contractors, no arbitrary work unit-manhour relationship is meaningful. However, there are a total of 16 construction projects and 5 architect engineer projects now in progress in total amounts of \$14,658,558 and \$251,300 respectively.

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REAL ESTATE AND CONSTRUCTION DIVISION  
LOGISTICS OFFICE

Justification Cont'd

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4. The Space Maintenance and Facilities Branch handles approximately [REDACTED] It has handled an average monthly workload of 350 non reimbursable and 81 reimbursable work orders with Public Buildings Service in addition to 172 other requests. As the nature of these requests and work orders are varied as to type of activity and scope, no significant conclusions can be drawn for purposes of comparison or work measurement.

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STATEMENT OF FUNCTIONS

REAL ESTATE AND CONSTRUCTION DIVISION

LOGISTICS OFFICE

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1. Directs the over-all real estate, construction, and housing programs of CIA, including engineering surveys, appraisals, acquisition, design, construction, utilization, repair, maintenance and utilities.



3. Consults with and advises staff and operating officials of CIA with respect to real estate and construction requirements involved in proposed and approved projects and programs of the CIA.

4. Determines or reviews architectural and engineering requirements for construction projects and provides for the preparation of plans and specifications.

5. Provides or arranges for the architectural and engineering supervision, under cover where necessary, of the actual construction of approved projects.

6. Provides or arranges for utilities engineering supervision, under cover where necessary, in connection with operation and maintenance, power installations, sewer and water systems, heating, air-conditioning, and refrigeration requirements of approved projects.

7. Provides for the acquisition and utilization of real property, overtly and covertly as may be necessary, to meet the requirements of Agency programs and projects.

8. Plans for the long range space requirements of CIA.

9. Prepares procedures, regulations, and standards as may be necessary to carry out the functions of the Division.

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Approved For Release 2001/03/30 : CIA-RDP61-00274A000100220009-4

STATEMENT OF FUNCTIONS

REAL ESTATE AND CONSTRUCTION DIVISION  
(Cont'd)

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10. Maintains complete records of CIA real property, [REDACTED] and prepares reports for management and operational purposes.
11. Participates in training and indoctrination of real estate and construction personnel [REDACTED]
12. Arranges for the procurement, maintenance, and repair of all CIA headquarters space and telephone facilities.

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Approved For Release 2001/03/30 : CIA-RDP61-00274A000100220009-4

STATEMENT OF FUNCTIONS

OFFICE OF THE CHIEF

REAL ESTATE AND CONSTRUCTION DIVISION

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LOGISTICS OFFICE

1. Directs the over-all real estate and construction program of CIA, including staff and technical direction of such activities [REDACTED]
2. Advises the Chief of Logistics, other staff and operating officers of CIA, with respect to the real estate and construction aspects of proposed or approved programs and projects and as to long range space requirements.
3. Prepares or directs the preparation of regulations, procedures, and standards pertinent to real estate and construction activities.
4. Reviews and approves or recommends action on proposed real estate acquisitions, leases, permits, or purchase agreements and on construction projects, plans and specifications, contracts contract changes or extensions.
5. Maintains project files, report files, including reports pertaining to appraisal and acquisition of real estate, contract and lease files, and a complete record of all real estate acquired by CIA reflecting original cost, value of improvements and incidental services and utilities as determined from contracts, approved contract changes, or reports.
6. Is responsible for preparing, justifying, and administering the Agency's budget with regards to the leasing, acquisition, and maintenance of space and telephone service in the headquarters area.

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Approved For Release 2001/03/30 : CIA-RDP61-00274A000100220009-4

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STATEMENT OF FUNCTIONS  
UTILITIES ENGINEERING BRANCH  
REAL ESTATE AND CONSTRUCTION DIVISION  
LOGISTICS OFFICE

1. Provides supervision or staff and technical direction for utilities and engineering requirements in connection with power installations, sewer and water systems, heating, air-conditioning, and refrigeration.
2. Develops standards for utilities requirements applicable to the types of structures required by CIA operations.
3. Advises the Chief, Real Estate and Construction Division, staff and operating officers as to utilities engineering requirements of approved or proposed programs or projects.
4. Makes determination, from an engineering point of view, as to utilities systems, facilities and equipment recommended to meet operational requirements. Reviews similar determinations made in the field under delegated authority.
5. Collaborates with the Construction Engineering Branch in the utilities requirements involved in the preparation of detailed plans and specifications.
6. Reviews bids for construction of utilities systems or facilities; collaborates with the Acquisition Branch in negotiation of contracts where competitive bids are not involved; reviews contracts executed in the field under delegated authority.
7. Supervises, arranges for supervision of, or provides technical direction for the supervision of contracts involving utilities, as may be appropriate; approves or recommends changes in contracts; and approves or recommends progress and final contract payments.
8. Conducts continuing inspection of CIA utilities construction and operational activities.
9. As requested, provides technical advice with respect to utilities operation and construction matters in the Headquarters, CIA, Area.
10. Collaborates with the Construction Engineering Branch in the development of reporting systems covering construction projects; develops utilities operational and maintenance reports; reviews and analyzes such reports; develops solutions to problems reported; and recommends changes where indicated.

STATEMENT OF FUNCTIONS  
UTILITIES ENGINEERING BRANCH  
REAL ESTATE AND CONSTRUCTION DIVISION  
LOGISTICS OFFICE

Utilities Engineering Br. Cont'd.

11. Participates in training and indoctrination of real estate and construction personnel assigned to field offices.
12. Prepares original design and writes specifications for new mechanical and electrical facilities.
13. Prepares cost estimates for proposed projects.
14. Responsible for inspection and testing of new and existing mechanical and electrical equipment as required.

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**Approved For Release 2001/03/30 : CIA-RDP61-00274A000100220009-4**

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**Approved For Release 2001/03/30 : CIA-RDP61-00274A000100220009-4**

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STATEMENT OF FUNCTIONS  
SPACE, MAINTENANCE AND FACILITIES BRANCH  
REAL ESTATE AND CONSTRUCTION DIVISION  
LOGISTICS OFFICE

1. Plans for immediate and long range space requirements of CIA in the Departmental Area.
2. Plans for construction of a new CIA building.
3. Acquires all government-owned or leased space, including office, laboratory, warehouse, etc., in the departmental area.
4. Determines space requirements and recommends space allocation and utilization.
5. Assigns space in accordance with regulations and Agency policy.
6. Prepares plans for space occupancy to accommodate specific operating requirements and works with officials of operating activities concerned to arrive at satisfactory solutions to various space problems.
7. Conducts surveys of Agency space to insure maximum utilization at all times.
8. Maintains current assignment plans for each building reflecting such physical changes as erection and demolition of partitions, etc. Colors plans to clearly define space occupied by each Agency component.
9. Maintains records and provides reports on the status and utilization of space as may be required by Agency heads, Bureau of the Budget, General Services Administration, etc.
10. Arranges for maintenance, alteration and repair of all agency occupied buildings in the departmental area through the General Services Administration and owners of leased buildings.
11. Arranges for improvement and upkeep of grounds adjacent to Agency occupied buildings including the development of parking areas where feasible.
12. Provides technical assistance to all activities with respect to alterations and new installations. Prepares detailed drawings depicting the aforementioned items as well as complete drawings for soundproofing, etc.

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Approved For Release 2001/03/30 : CIA-RDP61-00274A000100220009-4

**STATEMENT OF FUNCTIONS  
SPACE, MAINTENANCE AND FACILITIES BRANCH (Cont'd)  
REAL ESTATE AND CONSTRUCTION DIVISION  
LOGISTICS OFFICE**

13. Collaborates with Security Officer on building alterations and repairs with respect to security and safety factors; interprets building plans as to location of structural beams and joists, columns, bearing walls, etc. to determine safe floor loading potential.
14. Provides for all internal moves of CIA offices in the departmental area and assists Building Supply Officers with day to day moving requirements.
15. Procures and assigns parking spaces to all CIA activities, maintains records of assignments, and polices parking areas.
16. Procures and assures adequate execution of the following regular services obtained through the General Services Administration or by contract; structural repair and alteration, painting, repairs on heating and air conditioning systems, etc.
17. Maintains liaison with General Services Administration, Departments of Defense and State, Bureau of Public Roads, Metropolitan Police Department, National Capital Parks and other governmental bodies.
18. Maintains liaison with Government Services, Inc., Washington Society for the Blind, Virginia Society for the Blind and General Services Administration on all matter pertaining to cafeteria and snack bar facilities located in Agency occupied buildings.
19. Supervises and maintains continuous operation of the CIA telephone switchboard on a 24-hour 7-day week basis.
20. Records all official long distance telephone calls.
21. Provides telephone information service for entire departmental area.
22. Collaborates in emergency communication planning with CIA Watch Officer and with Physical Security Branch.
23. Conducts telephone surveys in order to insure adequate telephone communication service.

Approved For Release 2001/03/30 : CIA-RDP61-00274A000100220009-4

**S E C R E T**

STATEMENT OF FUNCTIONS

SPACE, MAINTENANCE AND FACILITIES BRANCH

REAL ESTATE AND CONSTRUCTION DIVISION, LOGISTICS OFFICE

24. Procures equipment and facilities for teletype, TWX, lease line and private line service.
25. Maintains liaison with Chesapeake and Potomac Telephone Company, Departments of State and Defense, Associated and United Press, American Telephone and Telegraph Company and Western Electric Company.
26. Records costs and certifies for payments of bills for above services.
27. Compiles and prepares quarterly issuance of Agency Telephone Directory. Responsible for control and record accountability of destruction certification by distributing offices.
28. Prepares Agency regulatory issuances pertaining to control and operation of telephone services.
29. Reviews and analyzes all requests for telephone equipment and services in order to insure maximum efficiency at minimum costs.
30. Obtains Chesapeake and Potomac Telephone Company 1A priority rating on home telephone installation where such service is essential for Agency personnel.
31. Authorizes the expenditure of Agency funds for maintenance, alteration and repair of buildings, telephone and TWX service in accordance with laws, regulations and Agency policies.
32. Prepares annual budget estimates based on anticipated expenditures for rental and utility services in leased buildings; alterations, renovations and repairs in all Agency buildings; special wiring for equipment; installation of laboratories, dark rooms, vaults, secure areas, special security requirements; development of parking areas; moving operations; painting; repairs on heating and air conditioning systems; rental and service on basic telephone equipment, private lines, lease lines, teletype and TWX; toll and long distance calls.

S E C R E T

Approved For Release 2001/03/30 : CIA-RDP61-00274A000100220009-4

STATEMENT OF FUNCTIONS

SPACE, MAINTENANCE AND FACILITIES BRANCH

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LOGISTICS OFFICE

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This Section is responsible for the following functions as they pertain specifically to [redacted] Agency occupied buildings, comprising [redacted] square feet of assigned space, located in the General Service Administration State Group:

Determines space requirements and recommends space allocation and utilization; assigns space in accordance with regulations and Agency policy; prepares plans for space occupancy; conducts surveys of A space to insure maximum utilization; reports physical changes, such as erection and demolition of partitions, etc., and current space occupancy by Agency component; arranges for maintenance, alteration and repair of buildings; arranges for improvement and upkeep of grounds; provides technical assistance to activities with respect to alterations and new installations; prepares detailed drawings showing alterations and special requirements; collaborates with Security Officer on building alterations and repairs with respect to security and safety factors; interprets building plans to determine safe fire loading potential.

In addition to the foregoing function, this Section is responsible for appropriate action concerning all air conditioning problems in space occupied by the Agency in the departmental area.

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25X1A

This Section is responsible for the following functions as they pertain specifically to [redacted] Agency occupied buildings, comprising [redacted] square feet of assigned space, located in the General Service Administration Monument Group:

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Determines space requirements and recommends space allocation and utilization; assigns space in accordance with regulations and Agency policy; prepares plans for space occupancy; conducts surveys of A space to insure maximum utilization; reports physical changes, such as erection and demolition of partitions, etc., and current space occupancy by Agency component; arranges for maintenance, alteration and repair of buildings; arranges for improvement and upkeep of grounds; provides technical assistance to activities with respect to alterations and new installations; prepares detailed drawings showing alterations and special requirements; collaborates with Security Officer on building alterations and repairs with respect to security and safety factors; interprets building plans to determine safe fire loading potential.

Approved For Release 2001/03/30 : CIA-RDP61-00274A000100220009-4

S E C R E T

STATEMENT OF FUNCTIONS

SPACE, MAINTENANCE AND FACILITIES BRANCH

REAL ESTATE AND CONSTRUCTION DIVISION, LOGISTICS OFFICE

25X1A6a

[REDACTED] (Continued)

In addition to the foregoing functions, this Section is responsible for assignment of parking space to all CIA activities, maintains records of assignments and arranges for policing of parking areas; arranges with General Services Administration for laborers and trucks required for Agency moves.

[REDACTED] 25X1A

25X1A

25X1A

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This Section is responsible for the following functions as they pertain specifically [REDACTED] Agency occupied buildings, comprising [REDACTED] square feet of assigned space, located in 7 different General Services Administration groups. Building service requirements at [REDACTED] are also handled by this Section: 25X1A [REDACTED]

Determines space requirements and recommends space allocation and utilization; assigns space in accordance with regulations and Agency policy; reports physical changes, such as erection and demolition of partitions, etc. and current space occupancy by Agency components; arranges for maintenance, alteration and repair of buildings; arranges for improvement and upkeep of grounds; provides technical assistance to activities with respect to alterations and new installations; prepares detailed drawings showing alterations and special requirements; collaborates with Security Officer on building alterations and repairs with respect to security and safety factors; interprets building plans to determine safe floor loading potential.

In addition to the foregoing functions, this Section is responsible for maintaining records and providing reports on the status and utilization of space; maintaining current assignment plans for each building; coloring plans to clearly define space occupied by each Agency component.

TELEPHONE SECTION

This Section supervises and maintains continuous operation of the CIA telephone switchboard on a 24-7-day week basis; records all official long distance telephone calls; provides telephone information

**S E C R E T**

**STATEMENT OF FUNCTIONS**

**SPACE, MAINTENANCE AND FACILITIES BRANCH**

**REAL ESTATE AND CONSTRUCTION DIVISION, LOGISTICS OFFICE**

25X1A

(Continued)

service for entire departmental area; collaborates in emergency communication planning with CIA We Officer and with Physical Security Branch; conducts telephone surveys in order to insure adequate telephone communication service; procures equipment and facilities for teletype, TWX, lease line a private line service; maintains liaison with Chesapeake and Potomac Telephone Company, Departments State and Defense, Associated and United Press, American Telephone and Telegraph Company and West Electric Company; records costs and certifies for payments of bills for above services; compiles a prepares quarterly issuance of Agency Telephone Directory; responsible for control and record of accountability of destruction certification by distributing offices; prepares Agency regulatory issuances pertaining to control and operation of telephone services; reviews and analyzes all requ for telephone equipment and services in order to insure maximum efficiency at minimum costs; obtain Chesapeake and Potomac Telephone Company 1A priority rating on home telephone installation where su service is essential for Agency personnel.

**S E C R E T**

Approved For Release 2001/03/30 : CIA-RDP61-00274A000100220009-4

REAL ESTATE AND CONSTRUCTION DIVISION/LO

PROPOSED T/O

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ORGANIZATIONAL UNIT

NUMBER

POSITION

PRESENT  
APPROVED  
GRADE

PROPOSED  
GRADE

Office of the Chief:

Clerical Pool:

Construction Engineering  
Branch:

Acquisition Branch:

Utilities Engineering  
Branch:

Safehouse Branch:

\* No recommendation has been received from Office of Personnel.

Approved For Release 2001/03/30 : CIA-RDP61-00274A000100220009-4

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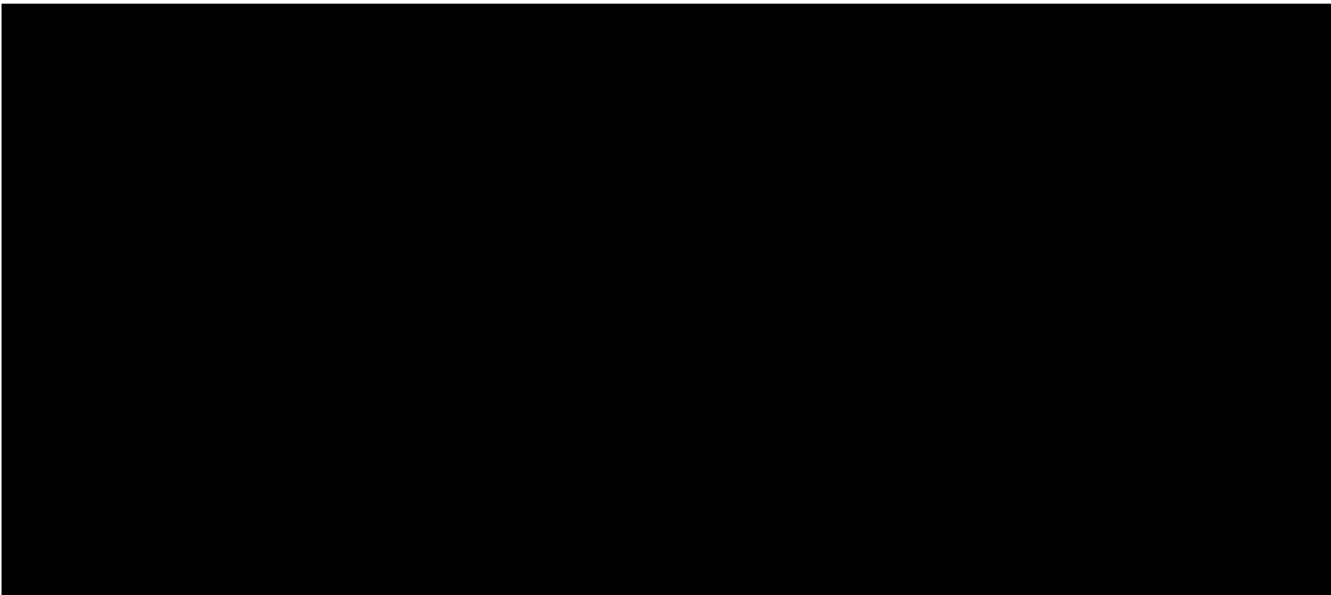
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REAL ESTATE AND CONSTRUCTION DIVISION/LO  
PROPOSED T/O

<u>ORGANIZATIONAL UNIT</u>	<u>NUMBER</u>	<u>POSITION</u>	<u>PRESENT APPROVED GRADE</u>	<u>PROPOSED GRADE</u>
<u>Space Maintenance &amp; Facilities Branch (cont'd)</u>				

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TAB "J"  
Supply Div.